



WMCA Board of Directors Application Packet

2017-2018 Board Year

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Updated: 4/18/2017

WMCA Board of Directors Application Guidelines

- The application may be submitted electronically to Faith Elford, WMCA Executive Director at coordinator@wisclerks.org **and** the originals mailed to 1414 Montclair Place Fort Atkinson, WI 53538 no later than 4pm on June 1. Any submissions after this time period will require nomination from the floor at the WMCA Conference during the Annual Business Meeting.
- A letter of support from your immediate supervisor/primary elected official is required. Submit this with your application to Faith Elford, WMCA Executive Director at coordinator@wisclerks.org and mail to 1414 Montclair Place Fort Atkinson, WI 53538 by the deadline stated above.
- Submit electronically an appropriate headshot picture to publish in the June E-Newsletter along with a biography consisting of 300-500 words. This biography should detail why you feel you are a good fit for the position you are running for and include your professional history. Email these to coordinator@wisclerks.org.
- Read the position descriptions contained on page 4 of this application, the WMCA Constitution and Policies & Procedures to gain an understanding of what is involved. Also current or past Board members are available to answer questions about the position you are interested in.

Important Dates to Remember – before being elected

March: Board of Director Application Packets are available for distribution. They can be obtained from the website or E-Newsletter or the WMCA Executive Faith Elford at coordinator@wisclerks.org.

June 1: Board of Director Application deadline to be submitted electronically to Faith Elford, WMCA Executive Director, coordinator@wisclerks.org and mailed to 1414 Montclair Place Fort Atkinson, WI 53558. Applications must be received by 4:00 pm and include a letter of support from your immediate supervisor/primary elected official.

June 15: This is when the E-Newsletter will be released to the membership. If you turned your materials in by the deadline your biography, picture, and article about the office you're running for will appear in the June E-Newsletter.

July 15 – August 15 - Election Buddy electronic election by the entire membership for the officers for the next Board of Directors, if an election is necessary.

Thursday-at the Annual Meeting at the WMCA Conference: Winners for each position will be announced.

Thursday-at the Banquet at the WMCA Conference: The 2017-18 Board of Directors Officers take their oaths of office at the WMCA Banquet.

Important Dates if elected to the WMCA Board of Directors

Friday of the WMCA Conference (last day of the conference): This is the date of the first meeting of the new Board of Directors and is required for all members of the board to attend. This meeting will take place either first thing in the morning or after the final session of the day on Friday and you should **be prepared to have a headshot taken of you for the WMCA website**. Additionally, bring your planner with you as the dates for the regular meetings of the WMCA Board of Directors will be distributed for the following year. There are five Board of Directors' meetings throughout the year, typically they take place in August (at Conference) October, December, March, and June on the first or second Friday of the month. These dates will be distributed at the first meeting in August after the WMCA Conference, and it is expected that you attend as many meetings as you can.

WMCA Board of Directors Application

This application must be submitted to Faith Elford, WMCA Executive Director at coordinator@wisclerks.org no later than 4pm on June 1 via email or fax to 920-568-9278. Then mail the original form to WMCA, 1414 Montclair Place, Fort Atkinson, WI 53538.

Office you are running for (circle one):

2nd Vice President / Secretary / ~~Treasurer~~-Not in 2017 / Director-at-Large

Name: _____

Position: _____

Municipality: _____

Municipality Address: _____

E-mail: _____ Office Phone: _____

I understand the WMCA Executive Director will verify that my municipality supports my nomination via a letter from my supervisor which is included in this packet.

Signature: _____

Date: _____

Are you involved in other organizations outside WMCA? Yes No

If yes, what organizations and for how long?

Please answer the following questions and attach a separate piece of paper (if necessary)

1. What has been your prior involvement in WMCA? (mention committees served on, if you've served as a district director or any other WMCA activities you've participated in)
2. What has your involvement been outside WMCA? (volunteering, non-profits, church and school groups)
3. Where do you see WMCA in the next 5 years? Where do you see yourself in the next 5 years?
4. What do you feel is the most important issue clerks face today that WMCA could help address?
5. Why is WMCA important to clerks, or to your municipality? What do you see as WMCA's role and responsibilities?
6. These positions will incur some travelling and you may be out of the office on average one day per month, potentially more. How will you manage your regular clerk duties with any duties you may have as a member of the Board of Directors?
7. If you wish to seek nomination for 2nd Vice President, current succession planning calls for a four-year commitment through the Past President Position. Take a moment and tell us about how you plan to keep this four-year commitment to WMCA.

2nd Vice President, Director-at-Large, Treasurer and Secretary Duties

The following are short descriptions of the officer positions. You should also read the WMCA Constitution and Policies & Procedures to gain a better understanding of what is involved. Also current or past Board members are available to answer questions about the position you are interested in.

2nd Vice President

1. The person elected to this seat will transition into First Vice-President and then into the position of President. This is very important because it will keep our organization moving forward on the goals that have been set.
2. The 2nd VP will work closely with the current President and 1st VP to follow through with the goals that have been established by the Board of Directors.
3. This will require a 4-year commitment to go through the succession cycle. 2nd VP, 1st VP, Pres, and Past President.

Directors at Large - 1 Position

1. Encourage the advancement of members within the Association.
2. Attend WMCA District meetings.
3. Promote WMCA and IIMC to the members.
4. Attend meetings with or in place of WMCA Officers as requested and report back.

Secretary

1. Keep the minutes of all Board of Directors meetings and the annual business meeting.
2. Distribute copies of the minutes to the Board of Directors members in a timely manner.
3. Transmit a draft of the minutes to the President, First Vice President, the Chair of the Manuals Committee and the WMCA Executive Director.

Treasurer

1. Oversee the financial records of the Association, including a list of revenues received and expenses paid.
2. Report to the Board of Directors and the membership in attendance at the Annual Conference, giving a report of the Association's financial standing.
3. Assist with the Annual Budget creation before the October Board of Directors Meeting,
4. The Treasurer, upon his/her first election to the office by the membership, shall serve a two-year term upon taking the oath of office. Subsequent elections of that candidate shall be for a one-year term.